



AutoPay Help Sheet

Bank Branches

1. Introduction

The AutoPay software includes a database of the majority of Bank Branches in Ireland. It is not a complete list because not all were verified as SEPA compliant when we compiled the database at a particular point in time and it does not include some international banks based in Ireland. Also, Banks sometimes consolidate Branches or open new Branches and such changes will not automatically be reflected in the AutoPay database.

You may encounter Customers of Bank Branches that are not in the AutoPay database and in such circumstances, you will need to manually add the bank branch. The following steps describe how to manually add a Bank Branch.

2. Adding Bank Branches

Please note that it is only necessary to setup Bank Branches for Banks in Ireland or UK. You do not need to setup Bank Branches for other EU states.

While setting up a Customer, at the point where you enter either the IBAN code or the NSC code and if you receive the following message, this indicates that the NSC code which you have entered or which is contained within the IBAN code you have entered, is not present in the Bank Branch database.



You should then abandon the Customer setup and proceed to add the new Bank Branch to the database.

➤ Click on the “Banks” icon on the Toolbar.



- The Bank Branch screen will open and the first record in the database will be displayed. Click on “Add” to create a new record.

Branch Data Entry / Modification

Save Cancel

Bank Branch Data

Bank Name: [Dropdown]
Country Code: [Input]
Bank NSC Code: [Input]
Branch Name: [Input]
Address: [Input]
Phone No. s: [Input]
Fax No.: [Input]

ACC Bank
AIB Bank
BNP Paribas
Bank of Ireland
Barclays Bank
Danske Bank
HSBC Bank
KBC Bank Ireland plc
Other
Permanent TSB
Ulster Bank

Adding New Record Enter the Bank Name

- You will then be required to select the “Bank” from a list of available Banks. If the exact Bank is not present on the list, please use “Other”.
- Next, you will be required to select the “Country” for the particular Bank Branch. Select the required country e.g. “IE” for Ireland or “GB” for UK. Please note that the Country Code must match the first two characters of the Customers IBAN code.
- You must then enter the Bank Branch NSC and BIC codes and the Bank Branch Name, the address is optional. Your Customer will have provided the BIC code on their Direct Debit Mandate form. The NSC (or Sort Code) is a 6-digit number which is contained within the Customers IBAN code.

For example:

IBAN = IE89BOFI**901263**12345678

The NSC code is 6 digits long and begins at character position 9. In the above example the NSC code is shown in bold. For your information, the remainder of the IBAN code is the Bank Account number which is 8 digits long.

You can also verify a Sort Code using the BPFi search facility at

<https://sortcode.bpfi.ie/Branches/Search>

- Once you complete the entry of the Bank Branch, Save the new record and then close and restart AutoPay. Restarting AutoPay causes the Bank Database to be reloaded and you will then be able to setup the Customer concerned.

3. Help File

For more detailed information on using AutoPay, please read the Help File which is available from the Toolbar - select **Help** and **Application Help** or click on the Help button.



There is also a Help button in every screen which will open the Help File section for that screen.